



Yami Duarte <yami.duarte@lacity.org>

RECAP: (2) murals on Contract and (2) murals for registration

3 messages

Yami Duarte <yami.duarte@lacity.org>

Tue, Nov 6, 2018 at 4:22 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>

Cc: Felicia Filer <felicia.filer@lacity.org>, Ligela Gorre <ligela.gorre@lacity.org>

Dear Kathy,

Thank you for speaking with me over the phone today to discuss the murals Avenue 50 is involved with. I have been out for several months due to an unexpected leave of absence and want to be sure we are coordinating next steps to satisfy the contract and complete registration. Action items and points we discussed...

The two murals under contract: "Quetzalcoatl" and the "Southwest Museum mural"

- You had mentioned that the Quetzalcoatl muralists aim to finish by the end of January, and the Southwest Museum mural fabricator is currently in discussion with the Museum about the condition of the wall (waterproofing the retaining wall). For the record, attached is the scope of work DCA is funding which cannot exceed 10K.
- You had asked if there was an *option* to change fabricators for the Southwest Museum mural restoration. As long as Daniel Cervantes is involved (original artist named on the contract) the fabricator can change, however, we will need your subcontract with this new fabricator. Please let us know as soon as possible what you decide.
- It is possible to amend the contract to extend the term. The contract is set to expire on 12/19/18. Please let your artists know that amending the contract will delay payment for a few months.

Original art mural registration for 5604 N. Figueroa "Through Walls, A Heritage Project" Items needed. Please send together:

- County certified copy of covenant (instructions attached)
- Registration fee (\$60 check or money order made payable to City of LA Dept. of Cultural Affairs)
- Final image

*We want you to be aware that you are attempting to retroactively register the mural, because it did not receive a notice to proceed from DCA and approval by Office of Historic Resource (OHR). For this reason the process has become cumbersome. *We cannot guarantee that OHR will approve, and DCA cannot register the new mural until we receive their approval.* At this point, we can only assist you in preparing a complete package for their review.

Vintage art mural registration for "Jesus" on the same property. Items needed. Please send together:

- proof of existence before October 2013
- complete Vintage mural application

Thank you and please let me know if you have any questions.

-Yami

--

11/28/2018

City of Los Angeles Mail - RECAP: (2) murals on Contract and (2) murals for registration

Yami M. Duarte | Project Manager
City of Los Angeles | Department of Cultural Affairs | Public Art Division | Murals Program
Tuesday - Thursday yami.duarte@lacity.org 213 202-5541
201 North Figueroa Street Suite 1400 Los Angeles, California 90012
www.culturela.org twitter.com/culture_la instagram.com/culture_la www.facebook.com/culturela

2 attachments

 **Covenant_instructions_2018.pdf**
298K

 **pola_proposal_10k.pdf**
64K

Yami Duarte <yami.duarte@lacity.org>
To: Kathy Gallegos <ave50studio@sbcglobal.net>

Tue, Nov 6, 2018 at 4:51 PM

Oh, and a reminder that you wanted to show me the new production phases Zender drafted up.

Thanks!

Yami
[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>
To: Kathy Gallegos <ave50studio@sbcglobal.net>
Cc: Felicia Filer <felicia.filer@lacity.org>, 

Tue, Nov 20, 2018 at 5:23 PM

Dear Kathy,

To proceed with amending the contract for time extension, please provide wet signatures on three (3) copies of the signature page.

Please mail signature pages to the address in my signature block.

Let me know if you have any questions.

Thank you,

Yami
[Quoted text hidden]

 **1stAmend_Ave50.pdf**
116K



Yami Duarte <yami.duarte@lacity.org>

quetzalcoatl mural

3 messages

Bill Cody <bill.cody@lacity.org>
To: Yami Duarte <yami.duarte@lacity.org>
Cc: Felicia Filer <felicia.filer@lacity.org>

Wed, Jun 27, 2018 at 7:36 PM

Hi Yami, Felicia,

I was told some news by a local and respected Chicana artist yesterday that I found extremely troubling. I hope you both know that when CD1 approved the funding of the Quetzacoatl Mural on Ave. 60 the grant was to the group headed up by [REDACTED] and Andy Ledesma. I have been told Andy was removed from the contract and John Zander Estrada was placed on the contract without CD1's explicit approval. I grant you Debby may have scanned the document but she is our money person and trusts what we tell her. The grant was approved by myself and I never would have involved the parties that have been attacking the local constituents. I am told Brenda Perez and Yaya Castillo have been involved and at this point I would like the contract redone with John's name removed for many, many reasons.

If for some reason Kathy Gallegos is unwilling to remove John I have talked to Conrado and we have other people who can act as fiduciary agents. We just want the contract to reflect what was originally agreed to with Anthony and his group without any involvement from other people.

Call if you have any questions,

--

Bill Cody
Field Deputy CD1 - Highland Park and Mt. Washington
bill.cody@lacity.org
323-550-1538
213-312-7165 (c)

Yami Duarte <yami.duarte@lacity.org>
To: Bill Cody <bill.cody@lacity.org>
Cc: Felicia Filer <felicia.filer@lacity.org>

Thu, Jun 28, 2018 at 12:05 PM

Dear Bill,

The contract between Avenue 50 and the City has [REDACTED] named as the artist. It was not removed. [REDACTED] was named in the contract because the initial proposal accepted by the Council Office was from [REDACTED].

Part of our contracting procedure is to have the main contractor (Avenue 50 Studio) execute a subcontract with the artists who will perform the scope of work for \$5,000. Kathy Gallegos of Avenue 50 Studio informed us that the subcontract was written with artist participation and named [REDACTED] John Zander Estrada, Rafael Corona, Oscar Deleon, Isabel Martinez, and Rene A. Ledesma as parties to the agreement.

Kathy Gallegos (Ave 50), [REDACTED] and John Zander signed the subcontract. Attached to the subcontract are the first two invoices from Rafael Corona and Oscar Deleon.

Hope this clarifies things. If you have more questions about the subcontract, Kathy Gallegos of Avenue 50 Studio would be the best person to contact.

Avenue 50 Studio has not yet received a Notice to Proceed from us because we are waiting for the agreement between Ave 50 and fabricator and final proposal for the Autry Museum mural- the second project under the same contract.

11/28/2018

City of Los Angeles Mail - quetzalcoatl mural

Thank you,

Yami

[Quoted text hidden]

--

Yami M. Duarte | Project Manager
City of Los Angeles | Murals Program
yami.duarte@lacity.org | 213 202-5541

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201 North Figueroa Street | Suite 1400
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www.facebook.com/culturela

Bill Cody <bill.cody@lacity.org>
To: Yami Duarte <yami.duarte@lacity.org>
Cc: Felicia Filer <felicia.filer@lacity.org>

Thu, Jun 28, 2018 at 2:50 PM

Hi Yami,

I guess there isn't much we can do at this point but after hearing some things in the neighborhood, we are not very happy with Kathy involving Zander in a grant from our office. Not sure we would have signed off on that had we known. We're not really big on giving grants to folks who are involved with people who have been attacking the Council Office on Social Media. We'll definitely want to make sure that does not happen in the future.

Bill
[Quoted text hidden]
[Quoted text hidden]
323-558-1538



Yami Duarte <yami.duarte@lacity.org>

New Murals Contract draft- Quetzalcoatl and Southwest Museum

3 messages

Yami Duarte <yami.duarte@lacity.org>

Fri, Jan 12, 2018 at 2:24 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>

Cc: Felicia Filer <felicia.filer@lacity.org>, Ligeia Gorre <ligeia.gorre@lacity.org>

Hello Kathy,

Wanted to check in with you as we have not connected since mid-December. We will be sending the contract package to you next week.

Thank you,

Yami

--

Yami M. Duarte | Arts Associate
City of Los Angeles | Murals Program
yami.duarte@lacity.org | 213 202-5541

Department of Cultural Affairs | Public Art Division
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Los Angeles, California 90012

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www.facebook.com/culturela

Kathy Gallegos <ave50studio@sbcglobal.net>

Fri, Jan 12, 2018 at 2:29 PM

To: Yami Duarte <yami.duarte@lacity.org>

Cc: Felicia Filer <felicia.filer@lacity.org>, Ligeia Gorre <ligeia.gorre@lacity.org>

Can I call you in about an hour. I'm in a meeting now.

Kathy

Avenue 50 Studio
www.avenue50studio.org
[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>

Fri, Jan 12, 2018 at 2:35 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>

Yes. I'll be here.

[Quoted text hidden]



Yami Duarte <yami.duarte@lacity.org>

Template- Budget/Timeline

17 messages

Yami Duarte <yami.duarte@lacity.org>

Thu, Jan 18, 2018 at 2:14 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>

Dear Kathy,

Attached is a template that may help you and the artists build out the budgets and timelines for the murals.

Please let me know if you have any questions.

Thank you,

Yami

--

Yami M. Duarte | Arts Associate
City of Los Angeles | Murals Program
yami.duarte@lacity.org | 213 202-5541

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201 North Figueroa Street | Suite 1400
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 **MURALS PROJECT_SAMPLE BUDGET.xlsx**
20K

Kathy Gallegos <ave50studio@sbcglobal.net>

Thu, Jan 18, 2018 at 8:55 PM

To: Yami Duarte <yami.duarte@lacity.org>

Yami, do we need to fill out this template before the money can be received, or will we be able to get the money to start the projects before this template is filled?

Thanks,

Kathy

Avenue 50 Studio
www.avenue50studio.org
[Quoted text hidden]

<MURALS PROJECT_SAMPLE BUDGET.xlsx>

11/28/2018

City of Los Angeles Mail - Template- Budget/Timeline

Yami Duarte <yami.duarte@lacity.org>

Fri, Jan 19, 2018 at 12:56 PM

To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Cc: Kathy Gallegos <ave50studio@sbcglobal.net>, Ligeia Gorre <ligeia.gorre@lacity.org>

Dear Kathy,

The first milestone payment requires the budget and timeline as a deliverable.

-Yami

[Quoted text hidden]

Avenue 50 Studio, Inc. <avenue50studio@gmail.com>

Fri, Jan 19, 2018 at 2:34 PM

To: Yami Duarte <yami.duarte@lacity.org>

Cc: Kathy Gallegos <ave50studio@sbcglobal.net>, Ligeia Gorre <ligeia.gorre@lacity.org>

Are these the next steps:

1. Contract delivered to Avenue 50 to sign off for two mural projects; then
2. Budget/timeline required by artists before they get the first check

Kathy

[Quoted text hidden]

--
Kathleen Gallegos
Avenue 50 Studio, Inc.
131 No. Avenue 50
Los Angeles, CA 90042
323/258-1435
www.avenue50studio.org

Yami Duarte <yami.duarte@lacity.org>

Wed, Jan 24, 2018 at 5:37 PM

To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Cc: Kathy Gallegos <ave50studio@sbcglobal.net>, [REDACTED]

Hello Kathy,

Thanks for asking to clarify. We would like to work with you to build out your proposal now while the contract is being drafted and executed, which can take several weeks. That way, when the contract is executed, we will have a *final* proposal ready to be included with the first milestone deliverables:

- Final proposal: budget, timeline, project narrative for each mural (\$5,000 for Quetzalcoatl and \$10,000 for the Southwest Museum Mural)
- Original Art Mural application for the new Southwest Museum Mural and notarized Covenant
- Agreement between your organization and Artists (or fabricators)
- Proof of Insurance

We want to assist you by taking each item step by step as the process can get overwhelming. We are making the final edits on the contract. You can expect it by the end of the day tomorrow.

Thank you,

Yami

[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>

Mon, Mar 12, 2018 at 3:40 PM

To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Cc: Kathy Gallegos <ave50studio@sbcglobal.net>, [REDACTED], [REDACTED], Felicia Filer <felicia.filer@lacity.org>

Dear Kathy,

Congratulations! Your contract with the City has been executed (attached). In order to process the first check of \$4,500 and issue a Notice to Proceed with production, we will need:

1. Final proposal: Line-item budget, timeline, project narrative describing the scope of work for each mural. Each proposal should convey how the \$5,000 for Quetzalcoatl and \$10,000 for the Southwest Museum Mural will be allocated. Since the contract is only funding a portion of the project, please describe and illustrate with images what section of the mural will be repaired with the funds. For example, if the funding only covers one-third of the Southwest Museum project, please demarcate one-third of the photograph or sketch.

2. Original Art Mural (OAM) application for the new Southwest Museum Mural - Please see attached application with comments, portions filled out and highlighted for your attention. Since the mural is located on an HCM and listed in the National Register and part of a Historic Preservation Overlay Zone (HPOZ) we will need to get the projects on the Cultural Heritage Commission agenda for review. We will assist with this step once we receive the completed and signed application from you.

3. As part of the OAM application, Notarized Covenant for the new Southwest Museum Mural - A covenant with DCA wet-signature has been mailed to you with instructions.

4. Executed Agreement between Avenue 50 Studio and Artists (or fabricators).

5. Signed Invoice- Please see attached. Please anticipate the processing time to take a few weeks.

6. Insurance- Please have your broker update the insurance on the Track4LA website, as your current certificate expires next month 4/30/18.

Please let me know if you have any questions. A hard copy of all the Executed Contract, OAM application, Covenant and Invoice has been mailed to you.

Thank you,

Yami

[Quoted text hidden]

3 attachments

 **Private_Property_OAMural_app_pkg_SWMuseum.pdf**
1670K

 **InvoiceForm_1.pdf**
369K

 **FMS_PSA_exec_pkg_AVE50.pdf**
1932K

Avenue 50 Studio, Inc. <avenue50studio@gmail.com>
To: Yami Duarte <yami.duarte@lacity.org>

Mon, Mar 12, 2018 at 6:56 PM

Thank you Yami. I will start working on this during the week. I have a meeting with the SWM Mural team and the QMP team this week.

Kathy

[Quoted text hidden]

To: [REDACTED]
Cc: Felicia Filer <felicia.filer@lacity.org>

[Quoted text hidden]

Cc: Felicia Filer <felicia.filer@lacity.org>, Bill Cody <bill.cody@lacity.org>

[Quoted text hidden]

[redacted]
 Deputy Chief of Staff
 Office of Councilmember Gil Cedillo
 200 N. Spring St. Rm. 480
 Los Angeles, CA 90012
 [redacted]

To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Wanted to recap the progress we have made and next steps.

Original Art Mural Application: Planning staff approved the application in lieu of presenting to the Cultural Heritage Commission. The covenant has been notarized, and next step is to record covenant with the County and send certified copy to us. Jennifer Devereaux of the Autry Museum is working with us to complete that step.

Please let us know when we can expect to receive the Final Proposal: Line-item budget, timeline, project narrative describing the scope of work for each mural. Each proposal should convey how the \$5,000 for Quetzalcoatl and \$10,000 for the Southwest Museum Mural will be allocated. Since the contract is only funding a portion of the project, please describe and illustrate with images what section of the mural will be repaired with the funds. For example, if the funding only covers one-third of the Southwest Museum project, please demarcate one-third of the photograph or sketch. **-AND-Executed Agreement** between Avenue 50 Studio and Artists (or fabricators).

Please let me know if you have any questions.

Thank you,

Yami

[Quoted text hidden]

Yami M. Duarte | Project Manager
City of Los Angeles | Murals Program
yami.duarte@lacity.org | 213 202-5541

Department of Cultural Affairs | Public Art Division
201 North Figueroa Street | Suite 1400
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Yami Duarte <yami.duarte@lacity.org>

To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Cc: Kathy Gallegos <ave50studio@sbcglobal.net>, Kathy Gallegos <ave50studio@outlook.com>

Tue, Apr 24, 2018 at 4:30 PM

Hello Kathy,

Hope you are well. Just left a voicemail for you.

Please let me know if you have any questions on my below email.

Thanks,

Yami

----- Forwarded message -----

From: **Yami Duarte** <yami.duarte@lacity.org>

Date: Mon, Apr 16, 2018 at 2:18 PM

Subject: Re: Template- Budget/Timeline

[Quoted text hidden]

[Quoted text hidden]

Avenue 50 Studio, Inc. <avenue50studio@gmail.com>

To: Yami Duarte <yami.duarte@lacity.org>

Tue, Apr 24, 2018 at 4:46 PM

11/28/2018

City of Los Angeles Mail - Template- Budget/Timeline

Yami: I will call you tomorrow. Had to wait for a meeting regarding the Southwest Museum mural.

Any time in particular I can call?

kathy

Kathleen Gallegos
Avenue 50 Studio, Inc.
131 No. Avenue 50
Los Angeles, CA 90042
323/258-1435
www.avenue50studio.org

[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>
To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Tue, Apr 24, 2018 at 4:48 PM

I understand. Between 11a-4p I can take a call.

[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>
To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>
Cc: Felicia Filer <felicia.filer@lacity.org>

Thu, May 17, 2018 at 3:18 PM

Hello Kathy,

Wanted to reconnect on the progress made so far, and remind you of the remaining items needed to issue a Notice to Proceed.

The Autry completed the covenant steps for the Southwest Museum project, and we now have the County certified covenant.

As mentioned previously, please address:

Please let us know when we can expect to receive the Final Proposal: Line-item budget, timeline, project narrative describing the scope of work for each mural. Each proposal should convey how the \$5,000 for Quetzalcoatl and \$10,000 for the Southwest Museum Mural will be allocated. Since the contract is only funding a portion of the project, please describe and illustrate with images what section of the mural will be repaired with the funds. For example, if the funding only covers one-third of the Southwest Museum project, please demarcate one-third of the photograph or sketch. **-AND-Executed Agreement** between Avenue 50 Studio and Artists (or fabricators).

I understand from our last phone conversation that you would be meeting with both groups to solidify the proposals. Please keep us updated on your progress.

Thank you,

Yami

[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>
To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Wed, May 23, 2018 at 4:49 PM

Hello Kathy,

Thank you for sending the Quetzalcoatl artist agreement and final proposal. We have some questions, please let me know when you are available for a quick phone call. I am open 11a-4p the rest of the week. 213-202-5541.

Thank you,

Yami

[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>

Thu, Jul 19, 2018 at 12:20 PM

To: "Avenue 50 Studio, Inc." <avenue50studio@gmail.com>

Cc: Ligeia Gorre <ligeia.gorre@lacity.org>

Hello Kathy,

I will be out of the office for two weeks and will return on August 6th, Monday. In the meantime, you may send your first milestone deliverables (described below) and invoice (attached) to Ligeia- copied.

For the record, we have the deliverables for the mural, *Quetzalcoatl*.

Final proposal for the *Southwest Museum Mural* to include:

1. Timeline (days/weeks/months for each phase of production)
2. Scope of Work

Description of how the \$10,000 for the Southwest Museum Mural will be allocated. Since the contract is only funding a portion of the project, please describe and illustrate with images what section of the mural will be repaired with the funds. For example, if the funding only covers one-third of the Southwest Museum project, please demarcate one-third of the photograph or sketch.

3. Executed Agreement between Avenue 50 Studio and Artists (or fabricators).

Thank you,

Yami

[Quoted text hidden]

 **InvoiceForm_1.pdf**
369K

Avenue 50 Studio, Inc. <avenue50studio@gmail.com>

Thu, Jul 19, 2018 at 5:23 PM

To: Yami Duarte <yami.duarte@lacity.org>

Cc: Ligeia Gorre <ligeia.gorre@lacity.org>

Thank you Yami. Still waiting on Pola's timeline.

Have a wonderful vacation.

Kathy

Kathleen Gallegos
Avenue 50 Studio, Inc.
131 No. Avenue 50
Los Angeles, CA 90042
323/258-1435
www.avenue50studio.org

[Quoted text hidden]

11/28/2018

City of Los Angeles Mail - Template- Budget/Timeline



Yami Duarte <yami.duarte@lacity.org>

Southwest Museum and Quetzalcoatl mural - First conversation about contract

4 messages

Yami Duarte <yami.duarte@lacity.org>

Tue, Nov 28, 2017 at 6:17 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>, Kathy Gallegos <ave50studio@outlook.com>

Cc: Felicia Filer <felicia.filer@lacity.org>, Igela Gorre <igela.gorre@lacity.org>, Debby Kim <debby.kim@lacity.org>

Dear Kathy,

The Council Office has authorized us to proceed with allocating \$10,000 toward the Southwest Museum mural and \$5,000 for the Quetzalcoatl Mural project.

Our Public Art Division's contract process involves plenty of paperwork and can take up to three months to issue the first check and Notice to Proceed to begin production. We would like to connect with you to discuss the role of a fiscal receiver for this type of contract. Here are some items to cover in our first conversation:

1. New Mural vs Conservation
2. Separate agreement between the Artist and Organization
3. City Contracting procedures (Insurance, Business Tax Registration and Compliance Documents)
4. Milestones, scope of work, target timeline, budget
5. Site visit before production

Please compile any questions you may have, and let us know when you are available this week for a conference call. I am available 10:30p-4p.

We have spoken to both artists briefly to make them aware of the award. At a later date, we can have a more detailed conversation with you and the artists so that everyone is on the same page.

Thank you,

Yami

Yami M. Duarte | Arts Associate
City of Los Angeles | Murals Program
yami.duarte@lacity.org | 213 202-5541

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Kathy Gallegos <ave50studio@sbcglobal.net>

Tue, Nov 28, 2017 at 9:10 PM

To: Yami Duarte <yami.duarte@lacity.org>

Cc: Kathy Gallegos <ave50studio@outlook.com>, Felicia Filer <felicia.filer@lacity.org>, Igela Gorre

Debby Kim <debby.kim@lacity.org>

11/28/2018

City of Los Angeles Mail - Southwest Museum and Quetzalcoatl mural - First conversation about contract

Hi Yami.

This is great to hear. I will be out of town from tomorrow, November 29 through December 4th. Can I call you the week of December 10, 2017? Please let me know if that is possible.

My best,

Kathy

Avenue 50 Studio
www.avenue50studio.org
[Quoted text hidden]

Yami Duarte <yami.duarte@lacity.org>

Wed, Nov 29, 2017 at 2:13 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>

Cc: Kathy Gallegos <ave50studio@outlook.com>, Felicia Filer <felicia.filer@lacity.org>, [Redacted]

[Redacted] <[Redacted]@lacity.org>, Debby Kim <debby.kim@lacity.org>

Hi Kathy,

Will Tuesday the 12th at 2p work for you?

-Yami

[Quoted text hidden]

Kathy Gallegos <ave50studio@sbcglobal.net>

Wed, Nov 29, 2017 at 3:58 PM

To: Yami Duarte <yami.duarte@lacity.org>

Cc: Kathy Gallegos <ave50studio@outlook.com>, Felicia Filer <felicia.filer@lacity.org>, [Redacted]

[Redacted] <[Redacted]@lacity.org>, Debby Kim <debby.kim@lacity.org>

Yes that is fine with me. I will put it on my calendar.

Thanks Yami,

Kathy

Avenue 50 Studio
www.avenue50studio.org
[Quoted text hidden]

11/28/2018

City of Los Angeles Mail - Insurance- After contract is executed

Kathy

Avenue 50 Studio
www.avenue50studio.org
[Quoted text hidden]



Yami Duarte <yami.duarte@lacity.org>

Proposal Phase-Budget, timelines, agreements

1 message

Yami Duarte <yami.duarte@lacity.org>

Tue, Dec 12, 2017 at 1:26 PM

To: Kathy Gallegos <ave50studio@sbcglobal.net>

Cc: Igela Gorre <igela.gorre@lacity.org> Felicia Filer <felicia.filer@lacity.org>

Dear Kathy,

You requested some guidance on how to get started on the proposals. Please prepare the following for the two projects:

- Timeline (days, weeks, months)
- Line item budget
- Scope (description of the work including photos/sketches of the mural that will be DCA funded)
- Agreement with artist/fabricators

Items found in budgets:

- Permits (i.e. Original Art Mural registration, Street Services permits)
- Materials (paint, coatings, tools, etc.)
- Insurance (After contract execution, *Art Share will need general liability insurance for up to \$1,000,000*)
- Equipment (scaffolds)
- Lead Artist fee (design/copyrights, labor, community engagement, etc.)
- Incidentals (studio rental, travel, gas)
- Subcontractors (assistants/fabricators)
- Taxes (around 10%)
- Fiscal receiver fee

When writing your line item budget, the items that will be paid through the \$15,000 DCA award should be separated from the items funded by other sources. Please consider the below (abridged) contract milestones when developing your agreement with the artists.

- i. CITY shall pay CONTRACTOR 30% or \$4,500 upon execution of this AGREEMENT and upon receipt of invoice(s) and first set of deliverables required by DEPARTMENT, which includes, but is not limited to, submission of the Final project narrative, renderings, budget, timeline, an Original Art Mural application, and Proof of Insurance.
- ii. CITY shall pay CONTRACTOR 40% or \$6,000 CONTRACTOR's submission of documentation of amounts expended or invoiced for purchase of labor and/or materials receipts, including if applicable, sub-contractor invoices with supporting documentation and upon DEPARTMENT's issuance of the NOTICE TO PROCEED with installation of MURAL PROJECT at PROJECT SITE.
- iii. CITY shall pay CONTRACTOR 30% or \$4,500 upon receipt of invoice(s) and final set of deliverables required by DEPARTMENT, which includes, but is not limited to, the final registration materials for Original Art Mural registration and upon DEPARTMENT's issuance and receipt of FULL RELEASE OF ALL CLAIMS and a Final Maintenance Plan.

11/28/2018

City of Los Angeles Mail - Proposal Phase-Budget, timelines, agreements

Looking forward to going over this with you today at 2p.

Thank you,

Yami

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